Excel Exam Study Guide

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| Be able to enter a title and subtitle, merge and center them, size them appropriately, add font or fill color and apply a border. | Format the column and row size to accommodate all text. |
| Be able to enter column headings, center them, and apply a cell style | Be able to create Total rows, label them, and apply the SUM function (=SUM(b5:b9)) |
| Be able to accurately enter information (text) into Excel | Be able to manually enter formulas when given cell references |
| Be able to use the average function | Also, be able to enter a formula when given word references. For example, if you see (profit=margin\*sales), you should be able to substitute the word for the appropriate cell. We did this in the demonstration. |
| Be able to use the Max function (highest) | Be able to use the Min function (lowest) |
| Be able to use the Count function | Be able to apply a theme |
| Be able to apply accounting style and comma style and where to apply them appropriately. (Top row and total row get accounting, all the rest get comma) | Be able to increase and decrease decimals |
| Be able to add a header | Be able to format the page so it fits on one (start with landscape orientation, then do the “fit to” option. |
| Be able to center vertically/horizontally on the page (hint, this is in page setup) | Be able to insert a chart (make sure you include the row and column headings!!!) |
| Be able to change your chart type | Be able to change the color on your chart |
| Know the difference between an embedded chart and a chart on a different sheet. | Know what snap to grid means |
| Be able to use the accent styles | Be able to rename a sheet |
| Be able to slant your column headings p.169 | Be able to insert an ABSOLUTE cell reference p.186 |